
ENGINEERING CHANGES

I. WHAT IS AN ENGINEERING CHANGE?

In general, the construction, erection, and alteration of a building, or additions, alterations, equipment and maintenance of the same, shall conform to required plans which have been approved by the Division of Buildings & Inspections.

Minor changes to the approved plans may be submitted as an Engineering Change without submitting for an additional Alteration Permit. Minor changes do not include changes in the size, location, change of use of buildings or structures, or as-built drawings with multiple changes that will require a substantial plan review.

II. WHEN CAN AN ENGINEERING CHANGE BE SUBMITTED?

To maintain a consistent application of the above requirements, the permit applicant shall contact the Plans Examiner who reviewed the approved plans to determine if the change should be submitted as an alteration requiring a permit or approved as an Engineering Change. For consistency, questionable cases shall be decided by the Supervising Building Plans Examiner or Division Head.

III. HOW IS AN ENGINEERING CHANGE PROCESSED?

- A. The applicant shall be directed by the Plan Examiner to bring the proper number of plan sets (or sheets) to the Customer Service Counter for processing as an engineering change to the approved plans.
 1. Typically, three sets of plans (or revised sheets) shall be submitted.
 2. The changes **shall be** identified in the form of **highlighting, circling, flagging** with numbers or symbols, or other method, which will accurately identify the areas of change.
 3. Engineering changes made to approve plans previously executed by an Architect or Engineer shall bear the appropriate stamp, seal/signature and date of the same on each sheet.
 4. A completed Engineering Change form (including the plan number and the applicant's mailing address) shall be included with each set of drawings.
 5. A processing fee shall be pre-paid when the Engineering Change is submitted. Additional revision and approval fees will be due upon issuance of the Engineering Change.
- B. Upon approval by the appropriate agencies affected by the Engineering Change, the Permit Center will notify the applicant listed on the Engineering Change form.